The information published in this Diploma Calendar outlines the rules, regulations, curricula, programs and fees for the 2018-2019 academic year, including the Summer Semester 2018, the Fall Semester 2018 and the Winter Semester 2019.

For your convenience the Diploma Calendar is available in PDF format.

If you wish to link to the Diploma Calendar please refer to the Linking Guidelines.

Ridgetown Campus

Guelph Campus

The University is a full member of:

• Universities Canada

Contact Information:

University of Guelph
Guelph, Ontario, Canada
N1G 2W1

519-824-4120

Revision Information:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1, 2018</td>
<td>Initial Publication</td>
</tr>
</tbody>
</table>
Introduction

Collection, Use and Disclosure of Personal Information

Personal information is collected under the authority of the University of Guelph Act (1964), and in accordance with Ontario’s Freedom of Information and Protection of Privacy Act (FIPPA) http://www.e-laws.gov.on.ca/index.html. This information is used by University officials in order to carry out their authorized academic and administrative responsibilities and also to establish a relationship for alumni and development purposes. Certain personal information is disclosed to external agencies, including the Ontario Universities Application Centre, the Ministry of Advanced Education and Skills Development, and Statistics Canada, for statistical and planning purposes, and is disclosed to other individuals or organizations in accordance with the Office of Registrarial Services Departmental Policy on the Release of Student Information. For details on the use and disclosure of this information call the Office of Registrarial Services at the University at (519) 824-4120 or see http://www.uoguelph.ca/registrar/registrar/index.cfm/index.

Disclosure of Personal Information to the Ontario Ministry of Advanced Education and Skills Development

The University of Guelph is required to disclose personal information such as characteristics and educational outcomes to the Minister of Advanced Education and Skills Development under s. 15 of the Ministry of Advanced Education and Skills Development Act, R.S.O. 1990, Chapter M.19, as amended. The Ministry collects this data for purposes including but not limited to planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions.

Amendments made to the Ministry of Advanced Education and Skills Development Act, authorizing the collection and use of personal information from colleges and universities by the Minister of Advanced Education and Skills Development, which were set out in Schedule 5 of the Childcare Modernization Act, 2014, came into force on March 31, 2015. The amendments strengthen the ability of the Minister to directly or indirectly collect and use personal information about students as required to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training, including,

i. understanding the transition of students from secondary school to post-secondary education and training,
ii. understanding student participation and progress, mobility and learning and employment outcomes,
iii. understanding linkages among universities, colleges, secondary schools and other educational and training institutions prescribed by regulation,
iv. understanding trends in post-secondary education or training program choices made by students,
v. understanding sources and patterns of student financial resources, including financial assistance and supports provided by government and post-secondary educational and training institutions,
v. planning to enhance the affordability and accessibility of post-secondary education and training and the quality and effectiveness of the post-secondary sector,
vii. identifying conditions or barriers that inhibit student participation, progress, completion and transition to employment or future post-secondary educational or training opportunities, and
viii. developing key performance indicators.

Information that the University is required to provide includes but is not limited to: first, middle and last name, Ontario Educational Number, citizenship, date of birth, gender, first three digits of a student’s postal code, mother tongue, degree program and major(s) in which the student is enrolled, year of study and whether the student has transferred from another institution.

Further information on the collection and use of student-level enrolment-related data can be obtained from the Ministry of Advanced Education and Skills Development website: https://www.ontario.ca/page/ministry-advanced-education-and-skills-development (English) or https://www.ontario.ca/fr/page/ministere-de-lenseignement-supérieur-et-de-la-formation-professionnelle (French) or by writing to the Director, Postsecondary Finance and Information Management Branch, Postsecondary Education Division, 7th Floor, Mowat Block, 900 Bay Street, Toronto, ON M7A 1L2.


Frequently Asked Questions related to the Ministry’s enrolment and OEN data activities are also posted at: http://www.tcu.gov.on.ca/pepg/publications/NoticeOfCollection.pdf

Authority to Disclose Personal Information to Statistics Canada

The Ministry of Advanced Education and Skills Development discloses student-level enrolment-related data it collects from the colleges and universities as required by Statistics Canada in accordance with Section 13 of the Federal Statistics Act. This gives Ministry of Advanced Education and Skills Development Act authority to disclose personal information in accordance with s. 42(1) (e) of FIPPA

Notification of Disclosure of Personal Information to Statistics Canada

For further information, please see the Statistics Canada's web site at http://www.statcan.ca and Chapter XIV Statistics Canada.

Address for University Communication

Depending on the nature and timing of the communication, the University may use one of these addresses to communicate with students. Students are, therefore, responsible for checking all of the following on a regular basis:

Email Address

The University issued email address is considered an official means of communication with the student and will be used for correspondence from the University. Students are responsible for monitoring their University-issued email account regularly. See Chapter I--Statement of Students' Academic Responsibilities for more information.

Home Address

Students are responsible for maintaining a current mailing address with the University. Address changes can be made, in writing, through Enrolment Services.

Name Changes

The University of Guelph is committed to the integrity of its student records, therefore, each student is required to provide either on application for admission or on personal data forms required for registration, his/her complete, legal name. Any requests to change a name, by means of alteration, deletion, substitution or addition, must be accompanied by appropriate supporting documentation.

Student Confidentiality and Release of Student Information Policy Excerpt

The University undertakes to protect the privacy of each student and the confidentiality of his or her record. To this end the University shall refuse to disclose personal information to any person other than the individual to whom the information relates where disclosure would constitute an unjustified invasion of the personal privacy of that person or of any other individual. All members of the University community must respect the confidential nature of the student information which they acquire in the course of their work.

Learning Outcomes

On December 5, 2012, the University of Guelph Senate approved five University-wide Learning Outcomes as the basis from which to guide the development of undergraduate degree and diploma programs, specializations and courses:

1. Critical and Creative Thinking
2. Literacy
3. Global Understanding
4. Communicating
5. Professional and Ethical Behaviour

These learning outcomes are also intended to serve as a framework through which our educational expectations are clear to students and the broader public; and to inform the process of outcomes assessment through the quality assurance process (regular reviews) of programs and departments.

An on-line guide to the learning outcomes, links to the associated skills, and detailed rubrics designed to support the development and assessment of additional program and discipline-specific outcomes, are available for reference on the Learning Outcomes website.

1. Critical and Creative Thinking

Critical and creative thinking is a concept in which one applies logical principles, after much inquiry and analysis, to solve problems with a high degree of innovation, divergent thinking and risk taking. Those mastering this outcome show evidence of integrating knowledge and applying this knowledge across disciplinary boundaries. Depth and breadth of understanding of disciplines is essential to this outcome.

In addition, Critical and Creative Thinking includes, but is not limited to, the following outcomes: Inquiry and Analysis; Problem Solving; Creativity; and Depth and Breadth of Understanding.

2. Literacy

Literacy is the ability to extract information from a variety of resources, assess the quality and validity of the material, and use it to discover new knowledge. The comfort in using quantitative literacy also exists in this definition, as does using technology effectively and developing visual literacy.

In addition, Literacy includes, but is not limited to, the following outcomes: Information Literacy, Quantitative Literacy, Technological Literacy, and Visual Literacy.

3. Global Understanding

Global understanding encompasses the knowledge of cultural similarities and differences, the context (historical, geographical, political and environmental) from which these arise, and how they are manifest in modern society. Global understanding is exercised as civic engagement, intercultural competence and the ability to understand an academic discipline outside of the domestic context.

In addition, Global Understanding includes, but is not limited to, the following outcomes: Global Understanding, Sense of Historical Development, Civic Knowledge and Engagement, and Intercultural Competence.

4. Communicating

Communicating is the ability to interact effectively with a variety of individuals and groups, and convey information successfully in a variety of formats including oral and written communication. Communicating also comprises attentiveness and listening, as well as reading comprehension. It includes the ability to communicate and synthesize information, arguments, and analyses accurately and reliably.

In addition, Communicating includes, but is not limited to, the following outcomes: Oral Communication, Written Communication, Reading Comprehension, and Integrative Communication.

5. Professional and Ethical Behaviour

Professional and ethical behaviour requires the ability to accomplish the tasks at hand with proficient skills in teamwork and leadership, while remembering ethical reasoning behind all decisions. The ability for organizational and time management skills is essential in bringing together all aspects of managing self and others. Academic integrity is central to mastery in this outcome.

In addition, Professional and Ethical Behaviour includes, but is not limited to, the following outcomes: Teamwork, Ethical Reasoning, Leadership, and Personal Organization and Time Management.
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Last Revision: March 1, 2018
VI. Schedule of Fees

All fees for a semester are due and payable on or before the date scheduled for registration for that semester.

Provisional registration may be granted to students who make arrangements with Student Financial Services to defer payment of their account. Deferred payment normally will be granted only to students who can show proof of financial assistance from O.S.A.P. or other awards which can be confirmed by the University and are not on hand at the commencement of classes through no fault of the student. Students should apply for O.S.A.P. two months in advance of the first class day of each semester in order that the application can be processed in time to have funds for registration. Cancellation of registration may be exercised at the discretion of the University for failure to complete the registration payment. Academic sanction may be applied to students who have not made payment, or suitable arrangements for payment, of their University account. Academic sanction will prevent one or more of the following:

a. release of semester examination results
b. release of transcripts
c. granting of a diploma
d. registration for a subsequent semester

Ridgetown Campus

For a list of fees for Ridgetown Campus, please check the website at: http://www.ridgetown.uoguelph.ca/future/admission.cfm

Student at the Ridgetown Campus must check at the Administrative Office in the Pestell Student building for assistance.

Refunds

Refer to the refund policy for the University of Guelph in this section.

Prior Learning Assessment

Fees for Prior Learning Assessment

<table>
<thead>
<tr>
<th>Fee Name</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Course Fee</td>
<td>1/2 of the tuition for the course</td>
</tr>
</tbody>
</table>

Changes in Fee Schedule

The University of Guelph reserves the right to make changes in the published schedule of fees and also to assess charges, which are not included in the schedule of fees, for course material and/or transportation.

Guelph Campus

Tuition Fees

The undermentioned tuition fees apply to Canadian students and those with permanent resident status. Students from outside of Canada, who do not have permanent resident status, should consult Visa Student Fees, in this section. For information regarding Tuition fees, for Full-time, Part-time and Audit students, visit the Student Financial Services website at: https://www.uoguelph.ca/Registrar/studentfinance/fees/index.

Visa Students

For information regarding Tuition fees for Full-time and Part-time Visa students visit the Student Financial Services website at: https://www.uoguelph.ca/Registrar/studentfinance/fees/index.

Health Insurance for International Students

All international students registered at the University of Guelph are required to enrol in the University Health Insurance Plan (UHIP). Participation is compulsory. Current UHIP fees are found at Student Financial Services' website at: https://www.uoguelph.ca/Registrar/studentfinance/fees/uhip.

Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Undergraduate Program Services, Office of Registrarial Services. To effect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester).

Categories of students who are exempt from paying the visa student fee are synopsized as follows:

• Canadian citizens, permanent residents, or their dependents.
• Applicants for permanent residency who submit the appropriate letter.
• Diplomatic or consular officers of another country or representatives of the United Nations or its agencies who are stationed in Canada, or their dependents.
• Visitors, or their dependents, who are in Canada on an employment authorization.
• Refugees (officially recognized).
• Members of foreign military forces admitted to Canada under the Visiting Forces Act, and their dependents.

The descriptions above are brief statements synopsized from the regulations of the Ministry of Training, Colleges and Universities. Final interpretation rests with the Office of Registrarial Services and documentation must be acceptable to the Office of Registrarial Services. The regulations are subject to change without notice.

Other University Fees; Student Organization Fees; College Semester Fees

For information on Other University and Student Organization Fees, please visit the Student Financial Services website at: https://www.uoguelph.ca/Registrar/studentfinance/fees/index.

Special University Fees

The following Special University Fees are charged on a user-fee basis as outlined below:

<table>
<thead>
<tr>
<th>Fee Name</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Deferral Fee</td>
<td>$60.00 per occurrence</td>
</tr>
<tr>
<td>Cheque Refusal Fee</td>
<td>$60.00 per cheque in the amount of $452.00 or greater upon which payment is refused ($30.00 per cheque in the amount of less than $452.00).</td>
</tr>
<tr>
<td>Cheque processing fee</td>
<td>$20.00 per occurrence</td>
</tr>
<tr>
<td>Distance Education Resource Fee</td>
<td>$75.00 per D.E. course</td>
</tr>
<tr>
<td>Late Graduation Fee</td>
<td>$60.00 per occurrence</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$60.00 per occurrence</td>
</tr>
<tr>
<td>Official Transcript</td>
<td>$12.00 each copy</td>
</tr>
<tr>
<td>OAC Lab Fee</td>
<td>$25.00 per semester</td>
</tr>
<tr>
<td>Program Transfer Fee</td>
<td>$40.00 per occurrence</td>
</tr>
<tr>
<td>Registration Reinstatement Fee</td>
<td>$200.00 per occurrence for full-time students $100.00 per occurrence for part-time students</td>
</tr>
<tr>
<td>Supplemental Privilege</td>
<td>$50.00 per occurrence</td>
</tr>
</tbody>
</table>

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Refunds

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Guelph Campus

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Students who are studying on student visas and whose immigration status changes, or those who may be eligible for the regular tuition fees but are charged the visa student fees, must present acceptable official documentation to Undergraduate Program Services, Office of Registrarial Services. To effect a change of fees in a particular semester, the documentation must be presented prior to June 30 (Summer Semester), November 1 (Fall Semester), or February 1 (Winter Semester).

Categories of students who are exempt from paying the visa student fee are synopsized as follows:

• Canadian citizens, permanent residents, or their dependents.
• Applicants for permanent residency who submit the appropriate letter.
Note: If the student pays the fee for the supplemental privilege and subsequently chooses not to write it, a refund will be made if the request is submitted in writing at least 15 days prior to the scheduled date of the supplemental to Undergraduate Programs Services, Office of Registrarial Services. No refunds will be made for fees paid for examinations which were to be written at another university or college under the direction of the student.

Special University Charges

<table>
<thead>
<tr>
<th>Field Trip Fees</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>For field trips in courses</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Parking Fees on the Guelph Campus

For information regarding Parking Services visit the Parking Services website https://www.parking.uoguelph.ca/

Residence Fees

Information on Residence Fees for the Guelph Campus is available at the Student Housing Services website http://housing.uoguelph.ca/residence-fees.

Meal Plan Fees on the Guelph Campus

The On-Campus Meal Plan is a mandatory meal plan for all students living in a traditional residence and optional for students living in the East Residence, the East Village Townhouses or off campus. The On-Campus Meal Plan is designed to cover both the Fall and Winter semesters. Hospitality Services offers five (5) different sizes of plans to accommodate a variety of eating habits. Each On-Campus Meal Plan is composed of 2 Plans in 1 - The Basic Plan and the Flex Plan.

The Basic Plan is used for all-on-campus food purchases. These purchases are tax exempt when applicable.

The Flex Plan is used for vending machines, dining at select off-campus restaurants and delivery orders for pizza, subs and pitas. These purchases are taxable.

At the end of the Winter semester, so long as you are a University of Guelph student, Food Dollars remaining in your On-Campus Meal Plan will be transferred to the Carryover Ultra Food Plan. The transfer is subject to a $50.00 Administration fee. This carryover plan enables you to continue spending your remaining Food Dollars when you return to school, whether you live on or off campus.

Add the Textbook Plan to your Meal Plan! For the ultimate in convenience and savings you can add a $1000 Textbook Plan to any Meal Plan to be used exclusively in the University Bookstore to purchase all textbooks including used books, school supplies and U of G clothing for both the Fall and Winter semesters. Every time you make a purchase in the University Bookstore, you will be rewarded with a 10% REBATE on your total purchase - ADDED to your FLEX Plan the next business day. Any textbook money that has not been spent at the end of the school year can be refunded upon request or it will automatically be added to the Carryover Ultra Plan.

Information on the On-Campus Meal Plan Fees is available at the Student Financial Services website https://www.uoguelph.ca/Registrar/studentfinance/fees/mealplans. For those students not required to purchase and On-Campus Meal Plan, Hospitality Services provides a convenient, money saving Ultra Food Plan. A Textbook Plan can also be added to the Ultra Food Plan.

For more information on Hospitality's meal plans visit the Hospitality Services website https://hospitality.uoguelph.ca/

Refunds

Withdrawal

A student who withdraws from a semester may be eligible for a refund of tuition fees (see also Withdrawal, Chapter VIII—Associate Diploma Regulations).

The withdrawal or credit drop results in a credit balance in your fees account (i.e. payments are greater than charges) a refund cheque is produced for credit balances over $500.00. Allow four to six weeks before refunds are available from Student Financial Services. The University has been directed by the Ministry of Advanced Education and Skills Development to return refunds to the National Student Loan Centre in instances where assistance was received through a Government Student Loan. In Cases in which students hold U.S. Federal Loans all refunds are directed to the U.S. Department of Education per their directive.

Winter and Summer Semesters - Refunds of tuition fees for courses dropped by part-time students will be calculated at the same rates for withdrawals. The effective date for the drop action will be the date such information is reported to the Office of Registrarial Services.

Session Courses

In addition to the refund schedule quoted above, there will be a flat fee levied for each session course dropped after the first week of the course. The financial penalty is approximately double the regular course rate penalty.

Optional Fees (Guelph Campus only)

OPIRG-G is refundable during the first 3 weeks of each semester to those who do not wish to support its activities. Refer to General Information Section of this Calendar. Applications for refund are to be made at the OPIRG-G offices. Radio Gryphon fee is refundable during the first 3 weeks of each semester to those who do not wish to support the activities. Applications for refund are to be made at the Radio Gryphon offices.

Medical Insurance Premium and Dental Insurance Premium (Guelph Campus only)

This premium is not refundable unless a student withdraws from the university within the 100% Tuition Refund period for the semester. Please direct inquiries to the Student Benefits Office.

The Dental Plan has an opt-out option. Please contact the Student Benefits office for the opt-out deadline. The fee is not refundable past the deadline.